

WAR DEPARTMENT

SUMMARY SHEET

(FOR ACTIONS BY OFFICE, CHIEF OF STAFF OR OFFICE, SECRETARY OF WAR)

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	G-3		SECRETARY	OF		WAR			Maj. Gen. Bissell/2968

FILE NO.	SUBJECT	DATE
	Transmission of Captured Japanese Documents to Assistant Chief of Staff, G-2, Washington, D.C.	May 1, 1944

Japanese military documents are captured in the various theaters of the Far East and sent through channels to the theater headquarters. Only those documents of immediate operational interest are translated and exploited.

The attached study for the consideration of the Joint Chiefs of Staff has been prepared so that theater commanders will send all captured Japanese documents to the A. C. of S., G-2 in Washington where they can be systematically exploited by a combined staff of research specialists for all types of intelligence.

CLAYTON BISSELL,
Major General,
A. C. of S., G-2.

1. PURPOSE. Summary Sheet functions as means of furnishing Office, Chief of Staff and Office, Secretary of War with brief or summary and necessary background information on matters for action or signature in these offices.

2. USE. In general, use of Summary Sheet is limited to following:

a. As brief for long Memorandum for Chief of Staff (three pages or more). This brief should be short enough to be contained on face of Summary Sheet. Carbon copies of Sheet are not necessary.

b. As brief or summary for letter to be signed in Office, Chief of Staff or Office, Secretary of War. Although this brief should include necessary background information, it also should be short enough to be contained on face of Summary Sheet. Carbon copy of Sheet is prepared for Office, Chief of Staff.

c. In place of short Memorandum for Chief of Staff (2 pages or less). Second page (if any) of Summary Sheet used for this purpose is typed on plain bond, and same number of carbon copies of Sheet are made as for Memorandum for Chief of Staff.

3. ROUTING. Routing information and action requested are indicated by "x," check (✓), or number in appropriate box. As Summary Sheet clears each office, abbreviation of that office in routing box is lined out, and papers are forwarded to next office indicated on Sheet.

4. IDENTIFICATION. Summary Sheet is filled out in Major Command or General Staff Division office where recommended action or paper for signature is prepared. Symbol or abbreviation of this office and grade, surname, and telephone number of dictator are typed in appropriate boxes. File number and subject should be as brief as possible consistent with clarity.

5. COMPOSITION. Brief and background of recommended action or paper for signature are prepared in body of Summary Sheet under heading SUMMARY. Second part of body is filled out under heading COORDINATION and contains names of organizations and individual officers with whom coordination has been effected by office of preparation and from whom concurrences or nonconcurrences have been obtained. In event of unresolved nonconcurrences, consideration is given them in this section.

6. INCLOSURES. Inclosures are listed according to military practice and begin not more than three or four line spaces below last line of COORDINATION section.

7. APPROVAL. When prepared in Major Command, Summary Sheet requires approval of commanding general of Command or authorized representative; when prepared in General Staff Division, that of head of Division or authorized representative. Such approval is indicated on face of Sheet by initials of approving officer above stamped signature or approval stamp.



WAR DEPARTMENT
WAR DEPARTMENT GENERAL STAFF
MILITARY INTELLIGENCE DIVISION, G-2
WASHINGTON 25, D. C.

2 May 1944

Transmission of Captured Japanese Documents to the Assistant Chief of Staff, G-2, War Department General Staff, Washington, D. C.

The Problem

1. To assemble all captured Japanese documents in the vicinity of Washington, D. C. where they can be systematically exploited for all types of military intelligence by a combined staff of trained research specialists.

Discussion

2. Captured enemy documents are one of the most valuable sources of information for military intelligence. The information obtainable from them pertains to Order of Battle, weapons, equipment, uniforms, insignia, methods of employment, fortifications, terrain, communications, as well as, to the psychological, political and economic factors and a variety of other subjects.

3. Individual captured documents usually contain information which is of interest to two or more different agencies. The larger the quantity of documents, the better is the quality of the intelligence to be obtained from them. Experience in the European Theater has proved that it is to the mutual interest of all intelligence agencies to work jointly in collecting and exploiting enemy documents and, conversely, that it is detrimental to the common interest to collect and exploit them independently.

4. Captured German and European documents are being advantageously exploited by the London and Washington Branches, Military Intelligence Research Section, a combined organization of trained research specialists.

5. Units of both the German and Japanese Armed Forces carry large quantities of documents with them in the combat zone.

6. The Pacific Branch, Military Intelligence Research Section, is being formed and will operate under the direct control of the A. C. of S., G-2, WDGS. It will be a combined organization with the major elements of the Armed Forces of the United States and Great Britain participating. It will function near Washington for captured Japanese documents as does the London Branch in London for captured European documents.

7. Japanese documents are transmitted from the point of capture to the various theater headquarters. Only those of operational importance are exploited and transmitted to higher headquarters. Action is required to ensure that all captured Japanese Documents are transmitted to the A. C. of S., G-2, WDGS, Washington, D. C., in order to make them available to the combined research staff.

8. The Director of Naval Intelligence, U. S. Navy; the A. C. of S., G-2, WDGS; the A. C. of A. S. (I), AAF; the Director of Military Intelligence, British War Office; and the A. C. of A. S. (I), RAF approve the action requested by this paper.

Conclusion

9. It is to the mutual advantage of all Allied intelligence agencies to collect and exploit all captured Japanese documents in one agency by a combined staff of trained research specialists. Action is required to have all captured Japanese documents transmitted to the A. C. of S., G-2, WDGS, Washington, D. C., after final examination at the various theater headquarters in the Far East and Pacific Ocean Areas.

Recommendation

10. It is recommended: (a) that the message attached hereto as Tab A, directing C. in C., SWPA, C. in C., POA, CG, USAFCBI, and CG, Alaskan Department to send captured Japanese documents to the A. C. of S., G-2, WDGS, Washington, be approved and dispatched. (b) That the memorandum attached hereto as Tab B, be sent to the representative of the British Chiefs of Staff.